



Service, Science, Sustainability

Under the leadership of the Commissioner of Public Lands, our work at the Department of Natural Resources (DNR) is done with the public's interest in mind, which means transparency and public knowledge. Our decisions are guided by sound science as we manage state trust lands, native ecosystems and natural resources. We support the vision of a sustainable future by protecting and managing the natural resources so future generations will have them.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. We generate revenue that supports public schools, state institutions and county services. But managing lands is only half of our story. We also protect other public resources such as fish, wildlife, water, and provide public access to outdoor recreation. Two of our largest and most important state-wide resource protection responsibilities are fire prevention and suppression, and overseeing forest practices.

The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees.

We have some of the most talented people in the industry. We honor diversity in the workplace and support one another with respect and trust. We invite you to learn more about our culture, our careers, and why some of the top forestry and natural science professionals have joined Washington DNR by visiting our [DNR website](#).

Internal Only Recruitment

Administrative Assistant 4 Asset & Property Management Division Recruitment #2009-10-3982

Open to DNR employees only

SALARY RANGE:

\$3063– \$4014 per month

This position is represented by the WFSE.

Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

LOCATION:

Olympia, WA

CLOSES:

Closes November 6, 2009

Anticipate interviews November 12, 2009

POSITION PROFILE:

This position provides assistance to the Division Manager and staff working in the areas of asset planning, recreation, leasing and rights of way on DNR-managed lands. To include the following:

- Writes and/or coordinates responses to Commissioner's correspondence, DNR executive and/or legislative requests. Tracks and responds, as appropriate, to growth management and other governmental and public correspondence.
- Drafts, edits and proofreads various types of publications, presentations and correspondence that may include tables and graphs.
- Compiles data for special financial and other programmatic reports. Assists in support of presentations. Coordinates the production of training/presentation materials to ensure availability for staff prior to events. Researches programmatic issues/opportunities as requested by the Division Manager.
- Serves as the web coordinator for APM Division.
- Supervises the Office Support Supervisor 2 ; mentors the OSS2 and SLO staff, providing direction and technical expertise in order to develop professional administrative skills and project management abilities.

REQUIRED QUALIFICATIONS:

- Minimum of one year supervisory experience of a work unit.
- Demonstrated organizational and time management skills to meet many competing deadlines.
- Demonstrated oral and written communication skills; i.e., active listening and questioning.
- Demonstrated strong leadership and supervision skills.
- Demonstrated skills using MS Word, Excel, PowerPoint, and Outlook.
- Demonstrated proficiency in the use of SharePoint, including for internet webpage construction and maintenance.
- Demonstrated ability to work independently on projects.
- Demonstrated knowledge of and technical skills in organizing web content, usability and applications.
- Ability to assess business needs of multiple programs so that activities carried out via the web are successful for both staff and customers.

EMPLOYEE BENEFITS

The state of Washington offers a comprehensive benefits package including:

- [Medical, dental, life](#) and [long-term disability](#) insurance.
- Optional [long-term care](#), and [auto/home](#) insurance.
- Optional [medical flexible spending account](#).
- Vacation, sick, military, and civil leave.
- Eleven paid holidays per year.
- A state [retirement plan](#).
- Optional credit unions and savings bonds.

Optional [Deferred Compensation](#) and [Dependent Care Assistance](#) programs

Join our job announcement mailing list and view all current job opportunities. Visit: [DNR Jobs](#)

This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply. Persons with a disability who need assistance during the screening process, or those needing this announcement in an alternative format may contact DNR's ADA Coordinator at (360) 902-1150. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.

DESIRABLE QUALIFICATIONS:

- Ability to provide advice regarding specific courses of action, demonstrating awareness of potential impact and liability and ability to apply pertinent laws, rules and policies; work to gain consensus among parties.
- Ability to analyze and interpret statistical or other data and apply information to specific issues; take calculated risks.
- Ability to exercise expert professional judgment regarding the confidentiality of sensitive matter encountered within the course of business operations.
- Ability to anticipate management's needs and understand organizational structure to be able to propose solutions readily.
- Ability to maintain effective working relationships within the division and between the division, Executive Management, other DNR organizations, other governmental entities and the public.
- Ability to perform as a management team member, adjusting easily to different personality types.
- Understands the organizational structure of DNR.
- Understands the mission and functions of APM Division programs.

WHO MAY APPLY

This recruitment is open to DNR employees only.

APPLICATION PROCESS

To be considered for this position, please submit:

- A letter of interest describing how your experience and qualifications relate to the position profile, required and desired position qualifications, and special position requirements. Please indicate in your letter of interest how you learned of this opportunity.
- A completed Resume
- An online **voluntary** [Applicant Profile Questionnaire](#). *(This form is not required and is submitted online. Please do **not** print out and send in with application materials).*

The first screening will be based on information contained in your candidate materials.

Submit all materials by the closing date to:

Electronic method preferred

dnrrecruiting@dnr.wa.gov

OR other method

Roberta Searles
Department of Natural
Resources
PO BOX 47033
Olympia, WA 98504-7033

NOTE: Please indicate Administrative Assistant 4 Recruitment #2009-10-3982 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Steve Saunders 360-902-1488 or e-mail DNRrecruiting@dnr.wa.gov.